

REQUEST FOR QUALIFICATIONS

MICHIGAN DEPARTMENT OF TRANSPORTATION

Design-Build Project

Local Agency Bridge Bundling Pilot Project

Job Numbers: 209457

Control Section: Not Applicable

Addendum 2

July 29, 2020



Table of Contents

1	INTRODUCTION	1
1.1	PROCUREMENT PROCESS.....	1
1.2	PROJECT GOALS	1
2	BACKGROUND INFORMATION; RFQ PROCESS	3
2.1	PROJECT DESCRIPTION	3
2.2	PROJECT SCHEDULE	4
2.3	INQUIRIES AND GENERAL INFORMATION	4
2.4	PREQUALIFICATION.....	5
2.5	MAJOR PARTICIPANTS.....	6
2.6	MDOT CONSULTANT/TECHNICAL SUPPORT	6
2.7	CONFLICTS OF INTEREST	6
2.8	CHANGES TO ORGANIZATIONAL STRUCTURE.....	6
2.9	FEDERAL REQUIREMENTS	6
2.10	EQUAL EMPLOYMENT OPPORTUNITY	7
2.11	DISADVANTAGED BUSINESS ENTERPRISES.....	7
3	CONTENT OF STATEMENT OF QUALIFICATIONS	8
3.1	INTRODUCTION (PASS/FAIL)	8
3.2	UNDERSTANDING OF PROJECT (30 POINTS)	8
3.3	QUALIFICATIONS OF TEAM (35 POINTS).....	8
3.3.1	<i>Organization of Project Team</i>	9
3.3.2	<i>Project Team Communication</i>	9
3.3.3	<i>Staff Service Experience</i>	9
3.4	SUBMITTER EXPERIENCE (25 POINTS)	12
3.5	PAST PERFORMANCE OF DESIGNERS (10 POINTS)	12
3.6	LEGAL AND FINANCIAL (PASS/FAIL).....	12
3.6.1	<i>Organizational Conflicts of Interest</i>	12
3.6.2	<i>Legal Structure</i>	13
3.6.3	<i>Financial Viability</i>	13
4	EVALUATION PROCESS.....	14
4.1	SOQ EVALUATION.....	14
4.2	SOQ SCORING.....	14
4.3	DETERMINING SHORTLISTED SUBMITTERS	14
4.4	NOTIFICATION OF SHORTLISTING	14
4.5	DEBRIEFING	14
5	SOQ SUBMITTAL REQUIREMENTS.....	15
5.1	DUE DATE, TIME AND LOCATION.....	15
5.2	FORMAT	15
6	PROCUREMENT PHASE TWO	16
6.1	REQUEST FOR PROPOSALS.....	16
6.2	RFP STRUCTURE.....	16
6.3	PROPOSAL EVALUATIONS	16
6.4	STIPENDS	16

Attachments

ATTACHMENT A	LOCATION MAP	17
ATTACHMENT B	PRELIMINARY REFERENCE INFORMATION DOCUMENTS	18
ATTACHMENT C	CONFLICT OF INTEREST DISCLOSURE	21
ATTACHMENT D	EXAMPLE NOTICE OF SHORTLISTING RESULTS	22
ATTACHMENT E	SUBMITTER INTRODUCTION FORM.....	23

1 INTRODUCTION

The Michigan Department of Transportation (MDOT) is requesting Statements of Qualifications (“SOQs”) from entities (“Submitters”) interested in submitting proposals for superstructure replacements, capital preventative maintenance repairs, and roadway improvements on 20 local agency bridges throughout the state of Michigan (the “Project”). The Project will be funded with state and federal-aid dollars thereby requiring the Submitters adhere to all pertinent federal, state and local requirements. MDOT will execute this pilot project through a design-build procurement to ensure cost-effectiveness and expedited delivery of the Project to improve the condition of critical/serious local bridges, while minimizing environmental impacts, providing needed safety improvements, and contributing economic development benefits to the public.

1.1 Procurement Process

MDOT intends through this procurement to enter into a Contract that will result in cost-effective and expedited completion of all elements of the Project. The Contract will obligate the design-build contractor (“Design-Builder”) to administer, design, and construct the Project. MDOT will use a two-phase procurement process to select a Design-Builder to deliver the Project. This Request for Qualifications (RFQ) is issued as part of the first phase to solicit information, in the form of SOQs, that MDOT will evaluate to determine which Submitters are the most qualified to successfully deliver the Project. MDOT intends to shortlist as few as three (3), but not more than four (4) Submitters that are eligible to receive the Request for Proposals (RFP). In the event that there are less than three Submitters, MDOT may continue with the responsive bidders, cancel the procurement or re-advertise the Project.

In the second phase, MDOT will issue an RFP for the Project to the shortlisted Submitters. Only the shortlisted Submitters will be eligible to submit technical and price proposals in response to the RFP for the Project. Each shortlisted Submitter that submits a proposal in response to the RFP is referred to herein as a “Proposer.” MDOT intends to award a Contract for the Project to the Proposer offering the lowest responsive bid, to be determined as described in the RFP.

The Contract will set forth the terms of the Design-Builder compensation and additional details of the Design-Builder’s anticipated obligations and responsibilities in connection with the administration, design, and construction of the Project.

Award of a Design-Build Contract will be conditioned upon finalization of a Design-Build Contract, and the satisfaction of other conditions that will be set forth in the RFP.

1.2 Project Goals

The following goals have been established for the Project:

- A. Increase and promote Safety by developing and maintaining a safe Project area for the traveling public and workers during execution of the Project.
- B. Encourage Disadvantaged Business Enterprise (“DBE”) participation. Develop and implement a DBE Engagement Plan that achieves the DBE goal for the Project.
- C. Minimize or avoid environmental impacts within environmentally sensitive areas.
- D. Minimize impacts along detour routes to local roads adjacent to the Project and possible detour durations to maintain and promote mobility.
- E. Consistently apply current MDOT, FHWA, and AASHTO practices, guidelines, policies, and standards.
- F. Develop a thorough communication plan that integrates all affected parties (Local Agencies, MDOT, FHWA, Design-Builder).
- G. Deliver a successful pilot bridge bundling project to promote a future bundled bridge program.
- H. Provide a high-quality product/improvement that minimizes future maintenance.
- I. Complete the Project within MDOT’s established budget
- J. Meet or exceed the Project schedule.

- K. Reduce the number of bridges within the state of Michigan in poor, serious and critical condition.
- L. Reduce the number of load posted bridges within the state of Michigan.
- M. Standardize the design details and incorporate innovations to promote economies of scale.
- N. Provide close coordination with affected utility companies to promote the successful and timely delivery of utility needs for the project.

2 BACKGROUND INFORMATION; RFQ PROCESS

2.1 Project Description

The Project encompasses 2 cities (Jackson and Lapeer) and 13 counties, Clinton, Eaton, Hillsdale, Ingham, Lenawee, Livingston, Luce, Macomb, Muskegon, Ottawa, St. Clair, St. Joseph, and Wayne Counties. The Project consists of the design and construction of superstructure replacements, related substructure repairs and other miscellaneous capital preventative maintenance repairs, and related roadway approach work for 20 local bridges at the following locations:

- Structure No. 4539, E Washington Street over Grand River, City of Jackson
- Structure No. 5483, Bentley Street over Farmers Creek, City of Lapeer
- Structure No. 1915, Tallman Road over Maple River, Clinton County
- Structure No. 2020, Herbison Road over Looking Glass River, Clinton County
- Structure No. 2340, Five Point Highway over Battle Creek River, Eaton County
- Structure No. 3295, Squawfield Road over East Branch St. Joseph of Maumee, Hillsdale County
- Structure No. 3887, Linn Road over Deer Creek, Ingham County
- Structure No. 3919, Dennis Road over Doan Creek, Ingham County
- Structure No. 5585, Sand Creek Highway over River Raisin South Branch, Lenawee County
- Structure No. 5812, Iosco Road over West Branch Red Cedar River Drain, Livingston County
- Structure No. 5816, Mason Road over South Branch Shiawassee River, Livingston County
- Structure No. 5918, Dollarville Road over Teaspoon Creek, Luce County
- Structure No. 6216, 26 Mile Road over North Branch Clinton River, Macomb County
- Structure No. 6287, 33 Mile Road over East Branch Coon Creek, Macomb County
- Structure No. 6381, 31 Mile Road over Tupper Brook Drain, Macomb County
- Structure No. 7660, Maple Island Road over Brooks Creek, Muskegon County
- Structure No. 8810, Byron Road over Black River, Ottawa County
- Structure No. 10099, Palms Road over Belle River, St. Clair County
- Structure No. 10316, Nottawa Road over Prairie River, St. Joseph County
- Structure No. 12073, E N Hines Drive over Middle Rouge River, Wayne County

The Project Job Number (JN) is 209457.

The RFP will contain the final requirements for maintaining traffic. It is generally anticipated that traffic will be detoured.

Project information and data is included in attachments as follows:

- Attachment A – Location Map
- Attachment B – Preliminary Reference Information Documents (RID) Index

Reference Information Documents (RID) and reference to any website (including the Project Webpage) in this RFQ are provided for reference and background information only. MDOT has not determined whether the RID are without error, complete, pertinent, or of any other value to potential Design-Builders. MDOT makes no representation as to the accuracy, completeness, or pertinence of the RID or information in any referenced website (including the Project Webpage), and, in addition, shall not be responsible for any interpretations thereof or conclusions drawn therefrom. The information contained in the RID or set forth in any referenced website (including the Project Webpage) reflects information as of any date or time identified therein.

The RID provided are in draft format and are being provided for informational purposes only. The RID provided are subject to revision, correction, or alteration. MDOT may not provide notification of such changes. The RID provided will not be used or relied upon for bidding or estimating purposes, nor will they otherwise be considered contractual or binding in nature.

2.2 Project Schedule

MDOT anticipates carrying out the first phase of the procurement process contemplated hereby in accordance with the following schedule:

Issue RFQ	June 24, 2020
Deadline for submitting RFQ questions	July 27, 2020
SOQ due date	August 3, 2020, 1:00 pm EST
Evaluation of SOQs	August 3-10, 2020
Anticipated Notification of shortlisted Submitters (Proposers)	September 1, 2020

This schedule is subject to modification at the sole discretion of MDOT. Submitters will be notified of any change by an addendum to this RFQ. MDOT intends to issue the RFP shortly after selection of the shortlisted Proposers and to prosecute the procurement to a Contract award thereafter. MDOT anticipates awarding a Contract for the Project in February of 2021, with Substantial Completion anticipated in November 2023. The RFP will establish the Project schedule including open to traffic and completion dates.

2.3 Inquiries and General Information

Information regarding this RFQ, including addenda to the RFQ, questions and answers, and project specific information, will be posted at the following website: www.michigan.gov/ic at https://www.michigan.gov/mdot/0,4616,7-151-9625_21539_53226-531503--,00.html

In order to facilitate receipt, processing and response, all questions regarding the Project shall be submitted by e-mail to the MDOT Project Manager and the MDOT Senior Project Manager, with copies sent to the MDOT Innovative Contracting Project Manager and Deputy Project Manager listed below by the date indicated in Section 2.2. The employees and representatives of the Submitter may not contact any MDOT staff (including members of the selection team) other than the MDOT Project Manager, or their designee, to obtain information on the Project. Such contact may result in disqualification.

MDOT may make edits in addenda to this RFQ in response to clarification requests. Alternatively, MDOT may respond to those questions that MDOT deems to be material and not adequately addressed through potential addenda to the RFQ. MDOT will post any such responses and/or addenda to this RFQ on the MDOT Innovative Contracting website.

Proposers are responsible for monitoring the Project Webpage for information concerning this procurement.

CORRESPONDENCE ADDRESSED TO:

MDOT Project Manager

Matt Chynoweth, P.E.

Bureau of Bridges & Structures

E-mail: ChynowethM@michigan.gov

MDOT Senior Project Manager

Sue Datta, AICP

Bureau of Bridges & Structures

E-mail: DattaS@michigan.gov

CORRESPONDENCE COPIED TO:

MDOT Innovative Contracting Project Manager

James Ranger, P.E.

Innovative Contracting Unit

E-mail: RangerJ@michigan.gov

MDOT Deputy Project Manager

Mike Halloran, P.E.

Southwest Region

E-mail: HalloranM@michigan.gov

Addenda to the RFQ:

MDOT reserves the right to revise this RFQ at any time before the SOQ due date. Such revisions, if any, will be announced by addenda and posted on the MDOT Innovative Contracting website. Submitters are

responsible for monitoring the MDOT Innovative Contracting website for information concerning this procurement as teams responding to this RFQ will be required to acknowledge in Attachment E, Submitter Introduction Form, that they have received and reviewed all Addenda posted thereon.

News Releases:

Any news releases pertaining to this RFQ or the services, study, data or project to which it relates will not be made without prior written MDOT approval, and then only in accordance with the explicit written instructions from MDOT.

Local Agency Representatives and Observers During Evaluation:

Submitters are advised that local agency representatives will be assisting in the scoring of the SOQs. Other observers from federal or other agencies affected by the Project, may observe the SOQ evaluation process and will have the opportunity to review the SOQs after the SOQ Due Date.

Disclosure:

All information in a Submitter's SOQ and any contract resulting from this RFQ are subject to disclosure under the provisions of the "Freedom of Information Act," 1976 Public Act No. 442, as amended, MCL 15.231, et seq.

2.4 Prequalification

The Submitter and their subcontractors must meet the following prequalification requirements:

Design-Builder Prequalification Requirements

- 20000 Fa (Bridges and Special Structures)

Lead Engineering Design Firms Prequalification Requirements

- Design - Bridges

Anticipated Secondary Engineering Design Firms Prequalification Requirements (Firms that satisfy the requirements denoted with an asterisks (*) below must be identified in the SOQ. Firms that satisfy the remainder of the requirements do not need to be identified in the SOQ)

- *Design – Bridges: Load Rating
- *Design - Geotechnical
- *Design – Hydraulics II
- *Design – Roadway: Intermediate
- Design – Traffic: Capacity & Geometric Analysis
- Design – Traffic: Pavement Markings
- Design – Traffic: Signal
- Design – Traffic: Signal Operations
- Design – Traffic: Signing – Non-Freeway
- *Design – Traffic: Work Zone Maintenance of Traffic
- Design – Traffic: Work Zone Mobility & Safety
- Design – Utilities: Municipal
- Surveying: Hydraulics
- Surveying: Right of Way
- Surveying: Road Design
- Surveying: Structure
- Surveying: Construction Staking

Additional design pre-qualifications will be listed in the Project's Request for Proposal.

2.5 Major Participants

As used herein, the term “Major Participant” means any of the following entities: all general partners or joint venture members of the Submitter; all individuals, persons, proprietorships, partnerships, limited liability partnerships, corporations, professional corporations, limited liability companies, business associations, or other legal entity however organized, holding (directly or indirectly) a 30% or greater interest in the Submitter; any subcontractor(s) that will perform work valued at 30% or more of the overall contract amount; the lead engineering/design firm(s); and each engineering/design sub-consultant that will perform 30% or more of the design work.

2.6 MDOT Consultant/Technical Support

MDOT has retained consultants to provide guidance in preparing and evaluating the RFP and advice on related contractual and technical matters for this design-build project. The following consultants are not eligible to participate on any Submitter’s team: AECOM Great Lakes, Inc.; HNTB Michigan, Inc.; Fishbeck, Inc.; Bergmann Associates, Architects, Engineers, Landscape Architects & Surveyors, D.P.C, Inc.; Orchard, Hiltz, and McCliment, Inc.; Great Lakes Engineering Group, LLC.; Tyme Consulting Engineers, Inc.; Surveying Solutions, Inc.; Advanced Geomatics, Inc.; and Cardno, Inc.

2.7 Conflicts of Interest

The Proposer shall accept responsibility for being aware of the requirements of 23 Code of Federal Regulations (CFR) 636.116 and include a full disclosure of all potential organizational conflicts of interest in the Proposal.

The Submitter shall complete a Conflict of Interest Statement (See Attachment C) certifying that they have read and understand MDOT’s policy regarding conflict of interest and the CFR and that each Major Participant has done the same. The Submitter shall certify that they and each Major Participant have no conflict of interest with the Project. If there is a conflict with the Project, then the Submitter needs to describe the conflict.

The Submitter agrees that, if after award, an organizational conflict of interest is discovered, the Submitter shall make an immediate and full written disclosure to MDOT that includes a description of the action that the Submitter has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, MDOT may, at its discretion, cancel the design-build contract for the Project. If the Submitter was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MDOT, MDOT may terminate the contract for default.

MDOT may disqualify a Submitter if any of its Major Participants belong to more than one submitting team.

2.8 Changes to Organizational Structure

All changes in Key Personnel or a Major Participant from a Submitter’s SOQ to the Submitter’s Proposal in response to the RFP shall be approved by MDOT in writing by submitting Form 5100G. Changes in Key Personnel or a Major Participant shall be approved by MDOT prior to submitting a proposal in response to the RFP. MDOT may revoke an awarded contract if any Key Personnel or Major Participant identified in the SOQ is removed, replaced or added without MDOT’s prior written approval. To qualify for MDOT approval, the written request shall document that the proposed removal, replacement or addition will be equal to or better than the Key Personnel or Major Participant provided in the SOQ. MDOT will use the criteria specified in this RFQ to evaluate all requests. Form 5100G Changes in Key Personnel shall be submitted to MDOT as identified in Section 2.3.

(Forms can be found at this website: <https://mdotjboss.state.mi.us/webforms/WebFormsHome.htm>).

2.9 Federal Requirements

Submitters are advised that the RFP will be drafted based on the assumption that the Project will be eligible for federal-aid funds. Therefore, the procurement documents and the Contract shall conform to requirements of applicable federal law, regulations and policies. MDOT anticipates that certain federal procurement requirements will apply, including but not limited to Equal Opportunity requirements (Title VI of the Civil Rights Act of 1964,

as amended), requirements applicable to DBEs (Title 49 Code of Federal Regulations Part 26, as amended), Small Business requirements (United States Code Sections 631 et seq.), Buy America requirements (49 Code of Federal Regulations Part 661) and Davis-Bacon wage rates. MDOT reserves the right to modify the procurement process described herein to address any concerns, conditions or requirements of federal agencies, including the Federal Highway Administration (“FHWA”). Proposers shall be notified in writing via an addendum of any such modifications.

2.10 Equal Employment Opportunity

The Submitter will be required to follow both State of Michigan and Federal Equal Employment Opportunity (EEO) policies.

2.11 Disadvantaged Business Enterprises

It is the policy of MDOT that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, and other small businesses shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MDOT will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any U.S. Department of Transportation (DOT)-assisted contract because of sex, race, religion, or national origin. MDOT has established a DBE program in accordance with regulations of the DOT, 49 CFR Part 26. In this regard, the Submitter will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs have the maximum opportunity to compete for and perform the contract. Additional DBE requirements will be set forth in the RFP.

The Project will have a **DBE goal of 5%**.

3 CONTENT OF STATEMENT OF QUALIFICATIONS

This section describes specific information that shall be included in the SOQ. SOQs shall follow the outline of this Section 3.0. Submitters shall provide brief, concise information that addresses the requirements of the Project consistent with the evaluation criteria described in this RFQ. SOQs shall be submitted exclusively in the English language, inclusive of English units of measure and cost terms in United States of America dollar denominations.

3.1 Introduction (Pass/Fail)

The Submitter must complete and sign the Submitter Introduction Form (see Attachment E). **The form certifies the truth and correctness of the contents of the SOQ.** This information will be used to define the Submitter team structure and composition, identify the Submitter and its designated contact, and will be reviewed on a pass/fail basis only and not as part of the qualitative assessment of the SOQ.

3.2 Understanding of Project (30 points)

Based on preliminary information available at the time of the RFQ, provide a synopsis demonstrating the Submitter's understanding of the physical description of the Project, probable impacts of the Project, and potential issues and risks affecting the Project. Demonstrate an understanding of the Project, based upon the following, and how your team will achieve the goals of the Project discussed in Section 1.2:

- A. Understanding of Project scope;
- B. Understanding of the construction and schedule requirements needed for the Project including the needs of the challenges of mobilizing and managing a statewide project;
- C. Understanding of the design requirements, standardization, and innovations needed for the Project;
- D. Approach to communication in an effort to include all affected parties;
- E. Understanding of mobility and safety concerns;
- F. Understanding of impacts on the adjacent communities and traveling public;
- G. Understanding of utility coordination efforts and process for resolving conflicts;
- H. Provide a draft of the Submitter's DBE Engagement Plan that will be implemented to achieve the DBE goal. The description should indicate specific good faith efforts and a process for reporting monthly to MDOT on specific activities.
- I. Understanding the environmental concerns for the Project; and
- J. Understanding the potential risks associated with the Project and mitigation efforts that will be needed to remove or reduce the risk to meet the Project goals.

3.3 Qualifications of Team (35 Points)

Provide the qualifications of the Submitter's team that includes both construction firm and design firm personnel. The information should address the following:

- A. Management and staff experience, capabilities and functions on projects of comparable scope and with similar conditions.;
- B. The strength and depth of experience of the Key Personnel for the Project listed in Submitter's response;
- C. Effective project management structure and interaction with MDOT, the local agencies or other entities;
- D. Effective utilization of personnel and experience of team members working together;
- E. Experience with complex expedited schedules, resource allocations, and timely completion on comparable projects;
- F. Experience with on-budget completion of comparable projects;
- G. Experience with integrating design and construction activities;
- H. Company experience and qualifications that are relevant to the Project scope;
- I. Experience with utility coordination efforts and conflict resolutions;

- J. Experience with meeting NEPA requirements and mitigation efforts required when environmentally sensitive areas are encountered; and
- K. Qualifications and experience relating to successful Maintenance of Traffic operations on comparable corridor projects.

3.3.1 Organization of Project Team

A narrative describing the Submitter's teaming arrangements, its management structure and design-build management approach. The narrative should include, at a minimum, a discussion of the following:

- A. How the Submitter team will operate, particularly with the sequencing of the Project and multiple locations;
- B. The experience of the team members working together on other comparable projects and the results of that experience; and
- C. How the management structure will facilitate the management of the Project risks.

Describe the roles of all Key Personnel, Major Participants and identified subcontractors. Include what percent of the named role that the entity is expected to provide.

Provide an organizational chart(s) showing the flow of the "chain of command" with lines identifying participants who are responsible for major functions to be performed and their reporting relationships, in managing, designing and building the Project. The chart(s) must show the functional structure of the organization down to the design discipline leader or construction supervisor level and must identify Key Personnel by name. Identify the Submitter and all known Major Participants in the chart(s).

Submitters may be unable to identify all subcontractors who are providing construction services (design services meeting the prequalification requirements listed in Section 2.4 must be provided). If a Submitter is unable to provide the name of the subcontractors, they should include a plan of how they will obtain the firm including what qualifications they would expect the firm to provide.

3.3.2 Project Team Communication

The Submitter shall provide information that will show how the Submitter communicates within the Submitter organization, with MDOT, affected local agencies, and with others during the execution of the Project. MDOT's desire is to have a strong single point of contact who controls the Project during all phases, including planning, design, and construction. Submitters shall provide a clear and concise communication plan that incorporates and integrates all components of the Submitter's team (i.e. primary designers, sub-consultant designers, construction managers, construction field personnel, construction office personnel, material testing personnel, etc.) and inserts MDOT personnel and other appropriate stakeholders (i.e. local residents and businesses, public agencies) within that communication plan (i.e. process for design and construction submittals to MDOT, MDOT involvement in quality checkpoints during design and construction, incorporating MDOT review of design changes during construction, public information plan, etc.).

3.3.3 Staff Service Experience

3.3.3.1 Resumes of Key Personnel

Resumes of Key Personnel shall be provided as Appendix A – Resumes of Key Personnel to the SOQ. Resumes of Key Personnel shall be limited to two pages each and will not be counted towards the overall SOQ page limit. If an individual fills more than one position, only one resume is required. The listing below describes the minimum key personnel for the Project ("Key Personnel"), others may be added by the Submitter. Submitters may propose alternate plans to staff and manage the Project, which may be approved in MDOT's sole discretion. SOQs with alternate staffing plans are required to have details of the key staff and their roles and responsibilities in a manner similar to the requirements listed below, including their responsibility on the Project and their authority over the design and/or construction operations.

Key Personnel

- A. Project Manager

- B. Construction Manager
- C. Construction Quality Control Manager
- D. Design Manager
- E. Design Quality Control Manager
- F. Lead Structures Engineer
- G. Lead Maintenance of Traffic Engineer
- H. Lead Road Engineer
- I. Civil Rights Manager

Include the following items on each resume:

- A. Relevant licensing and registration
- B. Years of experience performing similar work
- C. Examples of work on similar projects, including projects, project dates, duties performed and their percentage of time on the project

3.3.3.2 Minimum Qualifications of Key Personnel

Key Personnel will be evaluated, in part, based on the extent they meet and/or exceed minimum qualifications including, but not limited to, relevant education, training, certification, and experience. The following provides minimum qualifications of the Key Personnel assigned to the Project. Any certifications required to meet the requirements of the RFQ shall be in place by the time the first notice to proceed is issued. One person may be proposed in more than one Key Personnel position, unless otherwise noted.

A. Project Manager:

The Submitter's Project Manager shall have a minimum of 10 years of recent experience managing the design and construction of highway bridge construction projects with a similar scope of work, including Design-Build experience. The Submitter's Project Manager will be responsible for the overall design, construction, quality management and contract administration for the Project and will:

- i. Have full responsibility for the prosecution of the Work,
- ii. Act as agent and be a single point of contact in all matters on behalf of Submitter,
- iii. Be available (or the Approved designee will be available) at all times that Work is performed, and
- iv. Have authority to bind Submitter on all matters relating to the Project.

B. Construction Manager:

The Construction Manager shall have a minimum of 10 years of recent experience managing field operations on highway construction projects of similar scope. The Construction Manager must be on site during all construction activities (or the Approved designee must be on site). The Construction Manager must work under the direct supervision of Submitter's Project Manager. The Construction Manager is responsible for ensuring that the Project is constructed in accordance with the Project requirements. The Construction Manager is responsible for managing the Design-Builder construction personnel, scheduling of the construction activities and administering all construction requirements of the Contract.

C. Construction Quality Control Manager:

The Construction Quality Control Manager is expected to have a minimum of 10 years of recent experience overseeing the inspection and materials testing on highway construction projects of similar scope.

It shall be the responsibility of the Construction Quality Control Manager to manage the Submitter's construction Quality Control functions and will:

- i. Not be assigned any other duties or responsibilities on the Project.
- ii. Visit the site as necessary to validate construction quality, respond to any quality issues, and report on that visit to the MDOT Project Manager.

- iii. Shall be independent of direct scheduling or production activities and reports directly to the Design-Build Contractor's management team.
- iv. Be available whenever any construction activities are being performed.
- v. Have the authority to stop any and all work that does not meet the standards, specifications or criteria established for the Project.

D. Design Manager:

The Design Manager is expected to have a minimum of 10 years of experience in managing the design of highway construction projects and shall be a licensed professional engineer in the State of Michigan now or by the award of the Project. The Design Manager is expected to have recent relevant project experience managing similar types of projects and has Design-Build experience. The Design Manager will be responsible for ensuring that the overall Project design is completed and design criteria requirements are met. The Design Manager will:

- i. Be responsible for managing the Design-Builder's design personnel and administering all design requirements of the Contract.
- ii. Be available whenever design activities are being performed.
- iii. Work under the direct supervision of Submitter's Project Manager.

E. Design Quality Control Manager:

The Design Quality Control Manager shall have a minimum of 10 years of experience managing the design quality component of highway construction projects of similar scope and complexity and shall be a licensed Professional Engineer in the State of Michigan now or by the award of the Project. The Design Quality Control Manager will be responsible for design quality assurance for the project. The Design Quality Control Manager will:

- i. Be independent of design production and associated activities.
- ii. Work under the direct supervision of Design-Builder's management team.

F. Lead Structures Engineer:

The Design Lead Structures Engineer must be experienced in structure design of the size and type required for this Project and must be a registered professional engineer in the State of Michigan now or by the award of the project.

G. Lead Maintenance of Traffic Engineer:

The Design Lead Traffic Engineer must be experienced in work zone safety, work zone traffic control design, signing design, pavement marking design, have significant recent experience in traffic engineering and traffic management on similar projects. The Design Lead Traffic Engineer must be a registered professional engineer in the State of Michigan now or by the award of the Project.

H. Lead Road Engineer:

The Design Lead Road Engineer must be experienced in roadway design related to roadway reconstruction projects that include bridge approach work, and road rehabilitation. The Design Lead Road Engineer must be a registered professional engineer in the State of Michigan now or by the award of the Project.

I. Civil Rights Manager:

The Civil Rights Manager must be experienced in the successful development, implementation, and monitoring of DBE Engagement plans to achieve a project's DBE goals and comply with equal employment opportunity laws. The Civil Rights Manager will be responsible for all aspects of the DBE Engagement Plan including monitoring the DBE participation with respect to the Project goal.

3.4 Submitter Experience (25 points)

Describe at least two but a maximum of four projects the Submitter has completed or participated in (if the Submitter is not yet existing or is newly formed, please explain) and at least two but a maximum of four projects each listed Major Participant has managed, designed and/or constructed. For projects in which several of the proposed Major Participants were involved, the Submitter may provide a single project description. Highlight experience relevant to the Project the Submitter/Major Participants have gained in the last 5-10 years. Cite projects with levels of scope comparable to that anticipated for the Project. Also consider citing projects where construction duration is minimized, design schedules were kept, and original design and construction budgets were not increased. Describe the experiences that could apply to this Project. The experience of the Submitter will account for 15 or more of the points out of the 25 points available in this category. The experience of the Major Participants will account for a maximum of 10 points out of the 25 points available in this category. If some Major Participants are unknown at the time SOQs are submitted, the Submitter's plan (see Section 3.3.1) for obtaining the firm for this area of work will be considered.

Each project description should include the following information:

- A. Name of the project and either the owner's contract number or state project number;
- B. Owner's project manager (i.e. the owner's construction manager for construction project or the owner's design manager for design projects) and their current telephone number;
- C. Dates of design, construction, and project management;
- D. Description of the work or services provided and percentage of the overall project actually performed;
- E. Description of scheduled completion deadlines and actual completion dates;
- F. Original design or construction budget and final design or construction cost.

MDOT may elect to use the information provided above as a reference check.

3.5 Past Performance of Designers (10 Points)

MDOT's objective in evaluating Past Performance is to incorporate quality of past performance of the Submitter's design firm(s) into the overall technical score. Past performance of the design firm(s) will be determined based on the Contracts Tracking System (CTRAK) at MDOT. If performance evaluations have not been performed, the selection team will contact previous clients and base scoring on feedback received. Past performance for the Submitter's construction company is reflected in the level the firm can bid and will not be part of this score.

3.6 Legal and Financial (Pass/Fail)

The information required in response to Section 3.6 shall be submitted as Appendix B – Legal and Financial. Information provided in response to these sections will not count towards the overall page limitation defined in Section 5.2. Information required by this section will be evaluated on a pass/fail basis.

3.6.1 Organizational Conflicts of Interest

Identify all relevant facts relating to past, present or planned interest(s) of the Submitter's team (including the Submitter, Major Participants, proposed consultants, contractors and subcontractors, and their respective chief executives, directors and key project personnel) which may result, or could be viewed as, an organizational conflict of interest in connection with this RFQ.

Disclose: (a) any current contractual relationships with MDOT (by identifying the MDOT contract number and project manager) that may result in, or could be viewed as a potential conflict of interest on this Project; (b) present or planned contractual or employment relationships with any current MDOT employee; and (c) any other circumstances that might be considered to create a financial interest in the contract for the Project by any current MDOT employee if the Submitter is awarded the contract. The foregoing is provided by way of example, and shall not constitute a limitation on the disclosure obligations.

For any fact, relationship or circumstance disclosed in response to this Section 3.6.1 identify steps that have been or will be taken to avoid, neutralize or mitigate any organizational conflicts of interest.

In cases where Major Participants on different Submitter teams belong to the same parent company, each Submitter shall describe how the participants would avoid conflicts of interest through the qualification and proposal phases of the Project.

The required information for Organizational Conflicts of Interest shall be submitted using the Conflict of Interest Statement in Attachment C.

3.6.2 *Legal Structure*

If the Submitter organization has already been formed but does not currently have paperwork on file with MDOT, provide complete copies of the organizational documents that allow, or would allow by the time of contract award, the Submitter and Major Participants to conduct business in the State of Michigan. MDOT will verify the legal structure of Submitters with paperwork currently on file with MDOT. If the Submitter organization has not yet been formed, provide a brief description of the planned organization and proposed legal structure or draft copies of the underlying agreements.

3.6.3 *Financial Viability*

The Submitter shall supply form 1300 EZ with their SOQ, if one is not currently on file with MDOT to show they will bid on the Project when it is advertised. Form 1300 EZ will be required to be resubmitted again before letting. Submitters do not need to provide MDOT Form 1381. MDOT will verify the financial viability of Submitters who have a current 1300EZ form on file with MDOT.

4 EVALUATION PROCESS

4.1 SOQ Evaluation

MDOT will initially review the SOQs for responsiveness to the requirements of this RFQ. The information in the SOQ will then be measured against the evaluation criteria described in Section 3. Submitter's SOQ response shall be complete based on the RFQ requirements. A non-responsive or partially non-responsive SOQ missing required information may result in a "fail".

4.2 SOQ Scoring

MDOT will evaluate all responsive SOQs and measure each Submitter's response against the Project goals and evaluation criteria set forth in this RFQ, resulting in a numerical score for each SOQ. The scoring will be distributed as described in Section 3 and summarized below:

- A. Understanding of Project (30 Points)
- B. Qualifications of Team (35 Points)
- C. Submitter Experience (25 Points)
- D. Past Performance of Designers (10 Points)

4.3 Determining Shortlisted Submitters

MDOT will total the scores for each responsive SOQ and prepare a ranked list of Submitters. MDOT intends to shortlist the most highly qualified Submitters.

MDOT reserves the right, in its sole discretion, to cancel this RFQ, issue a new RFQ, reject any or all SOQs, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to an SOQ and waive any deficiencies, irregularities or technicalities in considering and evaluating the SOQs.

This RFQ does not commit MDOT to enter into a contract or proceed with the procurement of the Project. MDOT assumes no obligations, responsibilities and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

4.4 Notification of Shortlisting

Shortlisted teams will have their Submitter's names and scores posted on MDOT's innovative contracting website, which will serve as the shortlisting announcement. Teams that are not shortlisted will only have their scores posted; however, each Submitter will receive their individual score sheet from MDOT via e-mail within five working days of the scores and shortlist results being posted. See Attachment D for an example of the shortlisting announcement.

4.5 Debriefing

Feedback may be provided via face to face meeting, phone or email at the discretion of the Project Manager however, it will not be provided until after the award of the contract.

5 SOQ SUBMITTAL REQUIREMENTS

The following section describes requirements that all Submitters shall satisfy in submitting SOQs. Failure of any Submitter to submit their SOQ as required in this RFQ may result in rejection of its SOQ.

5.1 Due Date, Time and Location

SOQs are due on the due date and time listed in Section 2.2. Any SOQ that fails to meet the deadline or delivery requirement will be rejected without opening, consideration or evaluation.

SOQs shall be delivered via email to the MDOT Project Manager and the MDOT Senior Project Manager, with copies sent to the MDOT Innovative Contracting Project Manager and MDOT Deputy Project Manager identified in Section 2.3. The SOQs shall have the subject line of **“SOQ Statewide – Pilot Bridge Bundling DB”**. MDOT will not accept SOQs by facsimile, or any other means of delivery.

5.2 Format

All SOQs shall comply with the following:

- A. Provide a Portable Document File (PDF) that is bookmarked. The maximum file size allowable for emailing is 14 megabytes (MB). The subject of the email shall be **“SOQ Statewide – Pilot Bridge Bundling DB”**.
- B. The SOQ shall not exceed 12 single-sided pages. The 12 page limit does not include key personnel resumes (Appendix A – Resumes of Key Personnel), submitter introduction (Appendix E – Submitter Introduction Form), and the required legal information (Appendix B – Legal and Financial) defined in Section 3.6. In the 1300EZ form, the references to “Bidder” shall mean “Submitter”.
- C. Pages shall be 8 ½ inches by 11 inches.
- D. Font must be a minimum of 12 point.
- E. All pages must be numbered continuously throughout and in the format of “Page 1 of _”, including resumes, 1300EZ forms (if applicable), and legal understanding.
- F. Graphics are allowed within established page limits. Text used on graphics shall be legible and shall be used to describe the contents of the graphic. Any additional narrative text that does not directly relate to a graphic may be excluded from MDOT consideration at MDOT’s sole discretion.

6 PROCUREMENT PHASE TWO

This Section is provided for informational purposes only so that each Submitter has information that describes the second phase of the Project procurement process, including a summary of certain anticipated RFP requirements. MDOT reserves the right to make changes to the following, and the shortlisted Submitters shall only rely on the actual RFP if and when it is issued. This Section 6.0 does not contain requirements related to the SOQ. The MDOT Project Manager responsible for the design and construction aspects of the Design-Build project will be:

MDOT Project Manager

Matt Chynoweth, P.E.

Michigan Department of Transportation, Chief Bridge Engineer, Bureau Director

E-mail: ChynowethM@michigan.gov

6.1 Request for Proposals

The Submitters remaining on the shortlist following Phase One of the procurement process will be eligible to move to Phase Two and receive an RFP. While MDOT may make the RFP available to the public for informational purposes, only shortlisted Submitters will be allowed to submit a response to the RFP.

6.2 RFP Structure

The RFP will be structured as follows:

- A. Instructions to Proposers
- B. Contract Documents
 - i. Book 1 (Contract Terms and Conditions)
 - ii. Book 2 (Project Requirements)
 - iii. Book 3 (Standards)
- C. Reference Information Documents (RID)

6.3 Proposal Evaluations

MDOT has determined that award of the Project will be based on a qualified bid to obtain the most cost effective and efficient Proposer to deliver the Project. The bids will be evaluated by combining the construction cost, shared risk items, and road user delay impacts (if applicable) to achieve a low bid.

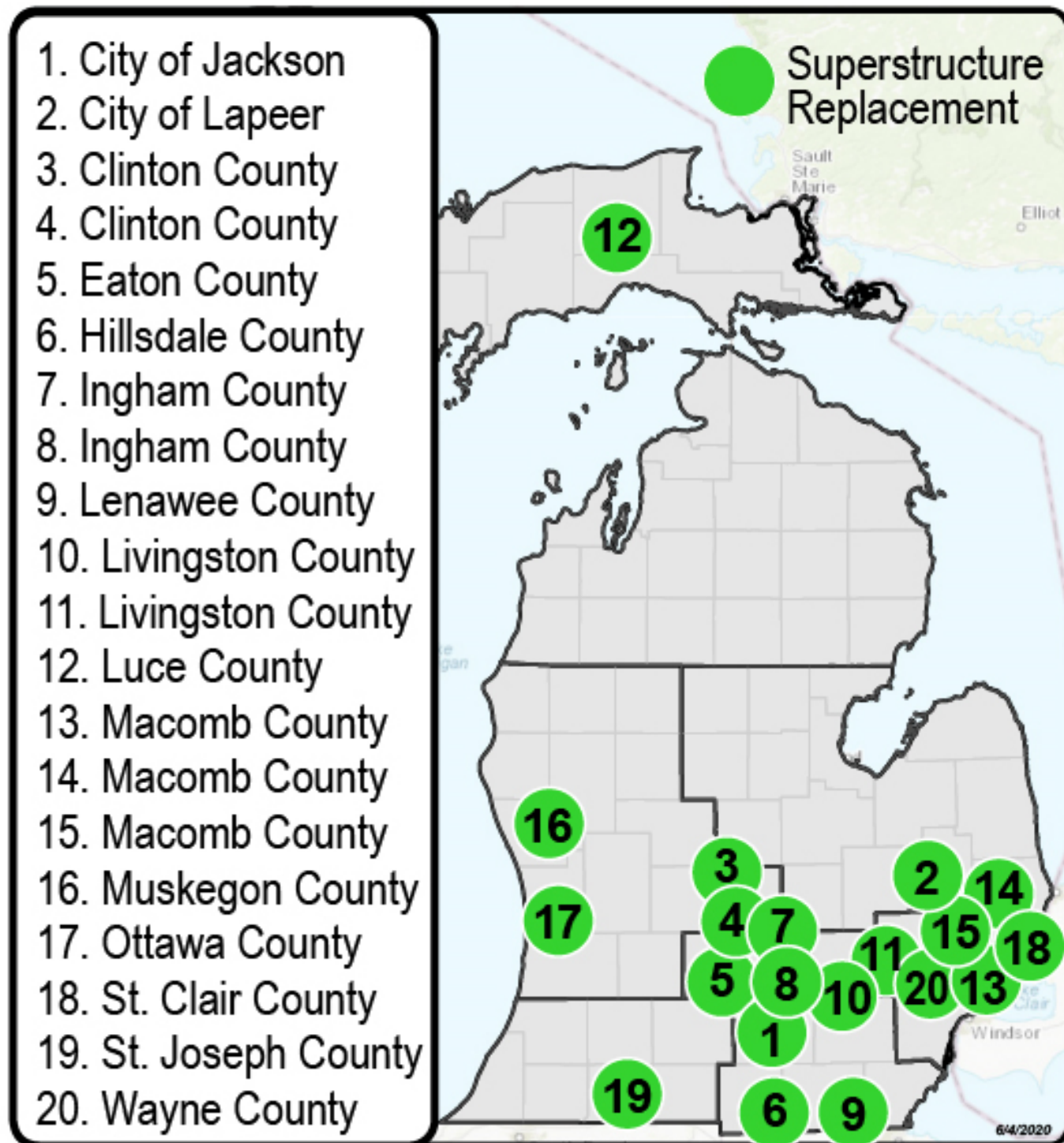
6.4 Stipends

MDOT will pay a \$60,000 stipend for responsive proposals submitted by Proposers (shortlisted Submitter). A stipend will not be paid to the successful Proposer. No stipends will be paid for submitting SOQs.

In consideration for paying the stipend, MDOT may use any ideas or information contained in the proposals in connection with any contract awarded for the Project or in connection with a subsequent procurement, without any obligation to pay any additional compensation to the unsuccessful shortlisted Proposers.

MDOT may require shortlisted firms to complete additional paperwork, such as MDOT Form 5100J, in order to process the payment of the stipend.

Attachment A Location Map



Attachment B Preliminary Reference Information Documents**INDEX OF REFERENCE INFORMATION DOCUMENTS**

These documents are provided on MDOT ProjectWise. Access can be obtained by contacting Sue Datta, MDOT Senior Project Manager at DattaS@michigan.gov and James Ranger, MDOT Innovative Contracting Project Manager at RangerJ@michigan.gov.

RID AS-BUILTS	
(Descriptions of as-builts are provided for information only and may not be entirely accurate)	
STR#_1915_As_Built_Plans	
STR#_1915_Tallman Rd over Maple River_MBIS_Inspection Report	
STR#_1915_Tallman Rd over Maple River_Photos	
STR#_2020_As_Built_Plans	
STR#_2020_Herbison Rd over Looking Glass Rvr_MBIS_Inspection Report	
STR#_2020_Herbison Rd over Looking Glass Rvr_Photos	
STR#_2340_As_Built_Plans	
STR#_2340_Five Point Hwy over Battle Creek Rvr_MBIS_Inspection Report	
STR#_2340_Five Point Hwy over Battle Creek Rvr_Photos	
STR#_3295_As_Built_Plans	
STR#_3295_Squawfield Rd over E Br St Joseph of Maumee_MBIS_Inspection Report	
STR#_3887_As_Built_Plans	
STR#_3887_Linn Rd over Deer Creek_MBIS_Inspection Report	
STR#_3887_Linn Rd over Deer Creek_Photos	
STR#_3919_As_Built_Piling_Plans	
STR#_3919_As_Built_Plans	
STR#_3919_As_Built_Plans_REV 1	
STR#_3919_Dennis Rd over Doan Creek_MBIS_Inspection Report	
STR#_3919_Dennis Rd over Doan Creek_Photos	
STR#_4539_As_Built_Plans	
STR#_4539_E Washington St over the Grand River_MBIS_Inspection Report	
STR#_4539_E Washington St over the Grand River_Photos	
STR#_5483_As_Built_Plans	
STR#_5483_Bentley St over Farmers Creek_MBIS_Inspection Report	
STR#_5483_Bentley St over Farmers Creek_Photos	
STR#_5483_Bentley St over Farmers Creek_Photos-2018	

STR#_5483_Bentley St over Farmers Creek_Photos-2019
STR#_5585_As_Built_Plans
STR#_5585_Sand Creek Hwy over River Raisin S Br_MBIS_Inspection Report
STR#_5585_Sand Creek Hwy over River Raisin S Br_Photos
STR#_5812_As_Built_Plans
STR#_5812_Iosco Rd over W Br Red Cedar River Drn_MBIS_Inspection Report
STR#_5812_Iosco Rd over W Br Red Cedar River Drn_Photos
STR#_5816_As_Built_Plans
STR#_5816_Mason Rd over S Br Shiawassee Rvr_MBIS_Inspection Report
STR#_5816_Mason Rd over S Br Shiawassee Rvr_Photos
STR#_5918_As_Built_Plans_Part1
STR#_5918_As_Built_Plans_Part2
STR#_5918_As_Built_Plans_Part3
STR#_5918_As_Built_Plans_Part4
STR#_5918_Dollarville Rd over Teaspoon Creek_MBIS_Inspection Report
STR#_5918_Dollarville Rd over Teaspoon Creek_Photos
STR#_6216_26 Mile Rd over North Br Clinton Rvr_MBIS_Inspection Report
STR#_6216_26 Mile Rd over North Br Clinton Rvr_Photos
STR#_6216_As_Built_Plans
STR#_6287_33 Mile Rd over E Br Cook Cr_MBIS_Inspection Report
STR#_6287_33 Mile Rd over E Br Cook Cr_Photos
STR#_6287_As_Built_Plans
STR#_6381_31 Mile Rd over Tupper Brook Dr_MBIS_Inspection Report
STR#_6381_31 Mile Rd over Tupper Brook Dr_Photos
STR#_6381_As_Built_Plans
STR#_7660_As_Built_Plans
STR#_7660_As_Built_Plans_Preventative_Maintenance_Plans
STR#_7660_Maple Island Rd over Brooks Cr_MBIS_Inspection Report
STR#_7660_Maple Island Rd over Brooks Cr_Photos
STR#_8810_As_Built_Piling_Plans
STR#_8810_Byron Rd ov Black Rvr_MBIS_Inspection Report
STR#_8810_Byron Rd ov Black Rvr_Photos
STR#_10099_As_Built_Plans
STR#_10099_Palms Rd over Belle Rvr_MBIS_Inspection Report

STR#_10099_Palms Rd over Belle Rvr_Photos - 2018
STR#_10099_Palms Rd over Belle Rvr_Photos
STR#_10316_As_Built_Plans
STR#_10316_Nottawa Rd over Prairie Rvr_MBIS_Inspection Report
STR#_10316_Nottawa Rd over Prairie Rvr_Photos - 2018
STR#_10316_Nottawa Rd over Prairie Rvr_Photos
STR#_12073_As_Built_Plans
STR#_12073_E N Hines Dr over Middle Rouge Rvr_MBIS_Inspection Report.
STR#_12073_E N Hines Dr over Middle Rouge Rvr_Photos

Attachment C Conflict of Interest Disclosure

_____ (Prime Contractor Name) certifies that it has read and understands the following:

The PRIME CONTRACTOR, its team members, and its Affiliates agree not to have any public or private interest, and shall not acquire directly or indirectly any such interest in connection with the Project, that would conflict or appear to conflict in any manner with the performance of the services under this Contract. The PRIME CONTRACTOR and its team members are aware of and understand the requirements of 23 CFR, subsection 636.116. "Affiliate" means a corporate entity connected to the PRIME CONTRACTOR through common ownership. "Team member" means any known entity the PRIME CONTRACTOR intends to be in a contractual relationship with to complete the work associated with the Project. The PRIME CONTRACTOR, its team members, and its Affiliates agree not to provide any services to any entity that may have an adversarial interest in the Project, for which it has provided services to the DEPARTMENT. The PRIME CONTRACTOR, its team members, and its Affiliates agree to disclose to the DEPARTMENT all other interests that the PRIME CONTRACTOR, its team members, or sub consultants have or contemplate having during each phase of the Project. The phases of the Project include, but are not limited to, planning, scoping, early preliminary engineering, design, and construction. In all situations, the DEPARTMENT will decide if a conflict of interest exists. If the PRIME CONTRACTOR, its team members, and its Affiliates choose to retain the interest constituting the conflict, the DEPARTMENT may terminate the Contract for cause in accordance with the provisions stated in the Contract.

- ☐ Certification for Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that no conflict exists with the subject Project for it, or any of its team members and/or Affiliates
- ☐ Disclose of Conflict with Subject Project: Based on the foregoing, the PRIME CONTRACTOR certifies that a potential conflict does or may exist with the subject Project for it, and/or any of its team members and/or Affiliates. The attached sheets describe the potential conflict

This form, and any attachments, must be certified by a person from the PRIME CONTRACTOR who has contracting authority.

Certified by: Printed Name: _____
 Signature: _____
 Title: _____
 Company Name: _____
 Date: _____

Attachment D Example Notice of Shortlisting Results

(DATE OF POSTING)

Local Agency Bridge Bundling Pilot Design-Build Project**MDOT Job No. 209457**

The following teams have been shortlisted for the Local Agency Bridge Bundling Pilot Design-Build Project:

Shortlisted Team Name	Cumulative Score (100 Pts. Max.)	<u>Criterion #1</u> Understanding of Project (30 Pts. Max.)	<u>Criterion #2</u> Qualifications of Team (35 Pts. Max.)	<u>Criterion #3</u> Submitter Experience (25 Pts. Max.)	<u>Criterion #4</u> Past Performance of Designers (10 Pts. Max.)
Company 1					
Company 2					
Company 3					
Company 4					
Non-Shortlisted Scores (Names are not provided)	Cumulative Score (100 Pts. Max.)	<u>Criterion #1</u> Understanding of Project (30 Pts. Max.)	<u>Criterion #2</u> Qualifications of Team (35 Pts. Max.)	<u>Criterion #3</u> Submitter Experience (25 Pts. Max.)	<u>Criterion #4</u> Past Performance of Designers (10 Pts. Max.)
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					
<i>(Intentionally Left Blank)</i>					

Attachment E Submitter Introduction Form

Submitter Organization Information: *If the Submitter is a joint venture, include information from each member of the joint venture.*

Business Name:	
Business Address:	
Business Type: (corporation, partnership, joint venture, etc.)	

Submitter's Point of Contact: *This person will be the single point of contact on behalf of the Submitter organization, responsible for correspondence to and from the organization to MDOT. MDOT will send all Project-related communications to this contact person.*

Name:	
Address:	
Telephone number:	
E-mail Address:	

Major Participants:

Major Participant Name/Contact	Address of Head Office	Description of Role/Prequalification

Acknowledgement of RFQ Addenda: *Identify and acknowledge all RFQ addenda provided by number and date.*

Addenda Number:	Addenda Date:	Acknowledgement: (check box)
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Signatures:

This form is required to be signed by authorized representatives of the Submitter organization. If the Submitter is a joint venture, the joint venture members shall sign the form. It should be noted, that Lead Engineering Firms or other consultants providing professional services cannot serve as a member of a joint venture. If the Submitter is not yet a legal entity, the known Major Participants shall sign the form.

By signing below, the Submitter certifies the truth and correctness of the contents of the SOQ, including this Submitter Introduction Form.

Printed Name:	Signature:	Date:	Organization/Role: